

Re-Authorization of a Programmatic Wetland Permit, Type I

Handout #35-I Revised 08/31/06



When can a Wetland Permit be re-authorized?

An approved Programmatic Wetland Permit may be re-authorized, or partially re-authorized, if the project or wetland standards applicable to the permit are substantially unchanged since the original approval or changes to the permit proposal are within the scope of an adaptive management plan approved with the original programmatic permit.

What if my wetland permit is expired?

Expired programmatic wetland permits are not eligible for re-authorization.

What is the application process?

Re-Authorization of a programmatic permit is a Type I review process. Complete the application form attached and submit the materials listed in the attached checklist. Optional items that can assist Staff in the review are also listed. It is recommended that you coordinate with the county's wetland staff before submitting your application.

What is the application process?

The first step is to submit a completed application form and fee, together with the required submittal items to the Permit Services Center. The County conducts two application checks to ensure that applications are complete before staff begins their review process. Prior to accepting your application, the Permit Services staff will conduct a **"Counter Complete"** review of your submittal package. This initial review ensures that the required items (those preceded by a bold underline) within the **Wetland Permit Review Submittal Requirements** have been submitted before accepting your application (see attached submittal list).

Once your application is accepted, copies of your submittal package are routed to the wetland review staff. Staff conducts a second completeness check, known as the **"Fully Complete"**, or technical review. This more detailed review includes a site visit to verify that wetlands and buffers are affected by the project and ensures that **all of the bulleted items** preceded by check-boxes on the attached submittal list have been submitted. As an example, does the plot plan have sufficient dimensions to accurately locate the structure on the site?

If **all** of the submittal requirements have been met, the application will be processed and a decision will be issued within the timeline required under the Clark County Code.

If any required items are missing from your submittal, you will be contacted by County staff with a list of the missing items. If you do not submit the requested information within 30 days of a written request for additional information, staff will return your application and refund the application fees, less any processing costs incurred to date.

What is a Staff Report and how long will the process take?

Staff will review the wetland permit application to analyze impacts from the project on the wetland and its buffer. Staff will then issue a staff report outlining findings of fact regarding approval criteria, appropriate mitigation, and attach conditions of approval to ensure the project complies with the Wetland Protection Ordinance.

If the project cannot comply with the code as proposed, staff will contact you and explain the issues, you can then choose to modify your proposal so that it can be approved.

Once a project is determined to be fully complete, review will be completed within 21 days unless you choose to place your application on "hold" to allow for revisions to the proposed plan.

Can the decision be appealed?

Type I decisions may be appealed to the County Hearings Examiner by the applicant or any person or group. An appellant must submit an appeal application and **\$1,021** fee within 14 calendar days after the written notice of the decision is mailed.

Note: This handout is not a substitute for county code. For more detailed information, please refer to Clark County Code, Chapter 40.450.

**Public Service Center
Community Development Department
1300 Franklin Street
P.O. Box 9810
Vancouver, WA 98666-9810
Phone: (360) 397-2375; Fax: (360) 397-2011
Web Page at: <http://www.clark.wa.gov>**

**ADA COMPLIANCE PROGRAM:**

For an alternate format, contact the Clark County ADA Compliance Office, V (360) 397-2375-2025; TTY (360) 397- 2445;
E-Mail: ADA@clark.wa.gov

DEVELOPMENT REVIEW PROGRAMMATIC WETLAND PERMIT APPLICATION SUBMITTAL REQUIREMENTS

The following checklist identifies information required to be included with Preliminary Wetland Permit Application. **All** items with a bold underlined space (*i.e.*,) must be submitted before the application will be considered “Counter Complete.” **All** items with a box to the left (*i.e.* ☐) must be submitted before the application will be determined “Fully Complete.” All bulleted items (*i.e.*, ●), must be submitted, as applicable, but are not a “Fully Complete” requirement.

1. **COVER SHEET AND TABLE OF CONTENTS** - Each submittal packet shall contain a cover sheet that contains the project name and applicant's name, address, e-mail address, and phone number. A table of contents, tabs and/or dividers to provide assistance in locating the various requirements shall follow the cover sheet.
2. **APPLICATION FORM** - The application form shall be completed and original signed in ink by the applicant.
3. **SUPPLEMENTAL WETLAND REVIEW APPLICATION FORM (DS1594)** - The form shall be completed and signed in ink by the applicant.
4. **APPLICATION FEE** - The requisite fee for a preliminary wetland permit review shall accompany the application. The check is to be made payable to "Clark County Community Development."
5. **A COPY OF THE APPROVED PROGRAMMATIC PERMIT** – Include a copy of the permit that was originally approved.
6. **UPDATES AND PROPOSED MODIFICATIONS TO THE ORIGINAL PERMIT PROPOSAL** – Provide a discussion of any proposed modifications to the original programmatic permit.
7. **SUBMITTAL COPIES**
 - _____ Three (3) individually bound copies (e.g., using jumbo clips, stapled, comb or spiral binding, etc.), of the wetland application package,
 - _____ 3 Copies of 11" x 17" reduced plans for all sheets larger than 11" x 17"

This application was determined to be Counter Complete on: _____/_____/_____

Community Development Specialist:_____

<p style="text-align: center;">DEVELOPMENT REVIEW PROGRAMMATIC WETLAND PERMIT RE-AUTHORIZATION FEE SCHEDULE</p>
--

PROGRAMMATIC PERMIT RE-AUTHORIZATION \$700

1. IF A PROGRAMMATIC WETLAND PERMIT IS COMBINED WITH A PROGRAMMATIC HBAITAT PERMIT, A 10% FEE REDUCTION IS APPLIED TO BOTH THE WETLAND AND HABITAT FEES. BE SURE TO CHECK THE “COMBINED” BOX ON THE SUPPLEMENTAL WETLAND APPLICSTION FORM (HANDOUT 35-A)
2. THE DIRECTOR MAY WAIVE ALL OR PART OF THE WETLAND PERMIT FEES PROVIDED;
 - a) The project is not intended to mitigate for wetland or buffer impacts; and
 - b) The project is not the result of an enforcement action.